

W. FOX McKEITHEN  
SECRETARY OF STATE

# STATE OF LOUISIANA SECRETARY OF STATE

P.O. BOX 94125  
BATON ROUGE, LA 70804-9125  
(225) 922-1000  
[www.sos.louisiana.gov](http://www.sos.louisiana.gov)



TO: Interested Parties

FR: Carrie Fager, CRM  
Records Management Officer Statewide, Louisiana State Archives

DT: September 27, 2004

RE: Upcoming Special Disaster Planning Workshop

The Louisiana State Archives is hosting, as part of its activities commemorating National Archives Week, a special workshop entitled "Disaster Planning, Vital Records and Unforeseen Disasters". This special workshop will feature Michael Baimbridge, a senior records analyst for the Southwest Region of the National Archives and Records Administration (NARA).

The State's recent brush with Hurricane Ivan is a reminder of how important this timely workshop is in helping to educate agencies about how to protect their agency and its records. There will be two identical sessions offered on Friday October 8, 2004 in the Louisiana State Archives Auditorium at 9:00 a.m. and again at 1:00 p.m. Each session will last two and a half hours. There is no charge to attend this special workshop but preregistration is required (to ensure enough handouts and space is available). A registration form has been attached for your convenience.

Also as a general reminder, if you were unable or did not attend one of our Records Management workshops held around the State earlier this year, the Records Management Program is offering the class once a month at the State Archives. Anyone wishing to attend can get more information about future training opportunities via our Records Management web page at [www.sos.louisiana.gov/records.htm](http://www.sos.louisiana.gov/records.htm).

## Workshop Agenda

8:30-9:00 a.m. (12:30-1:00 p.m.)	Check-in/Registration
9:00 - 10:00 a.m. (1:00 - 2:00 p.m.)	Disaster Planning and Vital Records Michael Baimbridge, MBA, National Archives and Records Service
10:00-10:15 a.m. (2:00- 2:15 p.m.)	Break
10:15-11:30 a.m. ( 2:15-3:30p.m.)	Unforeseen Disasters/ Questions & Answers/Wrap up Michael Baimbridge, MBA, National Archives and Records Service  Carrie Fager, CRM, CA, CDIA+ Louisiana State Archives

Registration forms can be submitted via fax to (225) 922-0433 attn.: Disaster Workshop. For questions about the workshop or directions, please call (225) 922-1200 and ask for either Barbara or Kelley.